

POSITIVE DISCIPLINE SYSTEM COACHING SESSION

Employee Name: _____ Title: _____

Social Security Number _____

Projected Follow-up Date _____ (No later than 60 days)

Step 1: What is the category of the problem? Please state:

Performance _____

Attendance/Tardiness _____

Conduct _____

Other _____

Step 2: How does the ACTUAL performance differ from the DESIRED performance?
Be specific.

Step 3: How does the problem interfere with good business practices? Be specific.

Step 4: Determine the logical consequences if the problem continues: Be specific.

Step 5: Determine the appropriate action required by the employee (and possibly the supervisor) to correct the problem.

Distribution: Supervisors File